

1

3

4

5

6

7

8

CITY OF HOUSTON

Job Posting

cd Applications accepted from: ALL PERSONS INTERESTED **EXECUTIVE OFFICE ASSISTANT**

Job Classification Posting Number Department

Engineering and Construction Division Division **Engineering Branch**

611 Walker Section

Reporting Location M - F, 8 a.m. - 5 p.m.*

Workdays & Hours *Subject to change

PN# 107176

Public Works & Engineering

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Makes high level contacts of a complex nature both inside and outside department. Composes, types, copies and distributes correspondence and reports including Request for Council Action. Schedules departmental and outside meetings/conferences and coordinates activities; makes appointments and travel arrangements. Handles highly confidential messages and correspondence. Takes and transcribes minutes for meetings and conferences. Establishes and maintains files for correspondence, reports, payroll and budget information, departmental operations, etc. Disposes of matters of a routine nature to conserve supervisor's time. Computes, prepares and submits various department reports. Screens and directs telephone calls, incoming mail, publications and other correspondence. Collects information needed by supervisor for conference meetings and reports. Assists with special projects as requested.

10 **WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

12 <u>MINIMUM EXPERIENCE REQUIREMENTS</u>

Three years of secretarial/administrative support experience are required.

13 MINIMUM LICENSE REQUIREMENTS

14 **PREFERENCES**

Preference will be given to applicants with Microsoft Word, Excel, MS PowerPoint..

SELECTION/SKILLS TESTS REQUIRED 15

Must pass a City administered typing test at the speed identified for the classification.

16 Yes X No **SAFETY IMPACT POSITION**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15

\$875-\$1,182 Biweekly - \$22,750.00 - \$30,732.00 Annually

18 **OPENING DATE** October 19, 2005

19 **CLOSING DATE** October 25, 2005

20

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our T.D. D. # (Telephone Device for the Deaf) is 713-837-9471.

An equal opportunity employer